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FM SECSTATE WASHDC
TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE
RUEHTRO/AMEMBASSY TRIPOLI 2077
RUEHRY/AMEMBASSY CONAKRY 3064

UNCLAS STATE 004702

SIPDIS

E.O. 12958: N/A

TAGS: [ATRN](#) [AMGT](#) [ASUP](#) [KNEP](#) [KWPA](#)

SUBJECT: ILMS Upgrade for Asset Management

1. SUMMARY. The Office of Logistics Management, Property Management Branch (PM) would like to advise posts that the ILMS Asset Management program will be upgraded on January 19 as part of the larger ILMS Upgrade. This cable describes key features of the upgraded system, provides detailed information about updating the Intermec scanner software to be compatible with the upgrade, and lists training sessions available to help posts prepare for the upgrade. END SUMMARY.

2. Please share the full text of this cable with others involved with inventory and management of the Department of State's Personal Property Management Program.

ILMS Upgrade for Asset Management

3. This month ILMS Asset Management will be upgraded as part of the larger ILMS Upgrade. In addition to simplifying the process for creating asset records, we are introducing several new enhancements. These include allowing users to easily identify hazardous assets, supporting attachments up to 1MB, and assigning custom attributes for an asset.

4. The Intermec scanner software will also be improved as part of the upgrade. This will result in easier installation of the scanner, the elimination of the MCL Link program and licenses, and a faster upload speed for scanned data. Please note that your upgraded scanner will not work with ILMS until the Upgrade goes live on January 19. If you have not yet upgraded your scanner, we strongly encourage you to do so prior to January 19. As mentioned in previous communications, you will be contacted by an ILMS team member who will act as your point of contact and can answer any questions about the scanner installation or the ILMS Upgrade in general. Additionally, a step-by-step instruction guide for updating scanners can be found on the Property Management website. Please navigate to <http://property.a.state.gov> and click the link titled "Job Aid for Updating the Intermec scanner for the ILMS Upgrade."

5. To ensure a smooth FY 2010 inventory, all posts using ILMS Asset Management are strongly encouraged to attend one of the overseas training sessions being offered to learn more about the changes that have been made. The training will provide important information about new changes to Asset Management, as well as an opportunity to ask any questions about the ILMS Upgrade. If you have not already participated in a training session, please review the remaining session dates and times outlined below and attend one that is most convenient to you.

January 13, 2010: 6:00am EST ? 7:00am EST (1-877-463-3802, ID# 819042)
January 14, 2010: 1:00pm EST ? 2:00pm EST (1-877-463-3802, ID# 787224)

PM Contact Info

¶6. If you have any questions, PM regional representatives can be contacted individually, as follows:

EUR: Charles Chavez 703-875-4472, chavezCS@state.gov
AF: Keith Flynn 703-875-6416, flynnKF@state.gov
WHA: Kristian Houck 703-875-5232, houckKJ@state.gov
EAP: Lan N. Nguyen 703-875-4360, nguyenL2@state.gov
NEA/SCA: Wanda Washington 703-875-7025, washingtonWM@state.gov

You can also send questions to the e-mail box for Property Management at PropertyManagementQuery@state.gov or the ILMS Helpdesk at ILMS@state.gov.

Thank you for your assistance and cooperation.

¶7. Minimized considered.
CLINTON